



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

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| Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy? | Y |
| Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ? | Y |

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Susan Wilbur Early Education Center (SWEEC) Teacher Assistant

DEPARTMENT: Education

POSITION SUMMARY:

The SWEEC Teacher Assistant supports the Lead Teacher in the planning and presentation of classroom activities, participates in all general housekeeping duties and is responsible for assigned daily duties in the classroom. Is under guidance of Director and Lead Teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to developmentally appropriate lesson plans, data collection for assessments, and the supervision of classroom on some occasions.
- Is responsible for daily classroom duties as assigned by lead teacher or supervisor.
- Is accountable for following Child Care Center policies and procedures.
- Provides direction for children in accordance with Center policies and procedures.
- Provides customer service to parents and Families and greets all Families and children.
- Establishes relationships with all children.
- Maintains strict confidentiality.
- Provides direct support to children in classroom.
- Assists in the oversight of general physical environment, including cleanliness, and awareness of health and safety guidelines of Tribal Child Care licensing and Tribal Code.
- Attends staff meetings and required trainings. Some may be scheduled outside of regular work hours.

- Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Degree required for this position- High school diploma or equivalent Certification required.
- Working knowledge of child development.
- Familiarity with computer systems, word processing and email.
- Minimum 2 years of experience.
- Participating in the Washington State Stackable Certificates Program - Early Childhood Education or equivalent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Required immediately upon hire: Blood Borne Pathogens (BBP), TB test, Portable Background Check (PBC), Food Handler card, Safe Sleep, Shaken baby syndrome awareness, Mandated Reporter/Child Abuse and Neglect training, Medication management.
- Complete certification (or be enrolled in a course): CPR/First Aid within 30 days of hire.
- 30 hours STARS Basic Child Care within 90 days of hire.
- Completes and maintains a minimum of 10 STARS hours (recorded in MERIT) annually.
- Ability to provide excellent customer service.
- Excellent oral and written communication skills.
- Ability to maintain a positive attitude and work ethic.
- Experience in establishing effective working relationships with diverse groups and individuals.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Full-time : 40 hours per week ----- Part-time: 20-29 hours per week
2. Full-time: work schedule M-Th 8am-6pm – employee may be required to arrive at 7:45am to prepare for children, or stay after 6pm until all children are picked up.
3. Work is performed primarily indoors with 1 - 3 sessions of playground or outside time throughout the day as required.
4. Physical Demands:
Tasks that involve possible exposure to blood, bodily fluids and tissues; possible exposure to communicable diseases. Periods of standing, sitting, crouching, stooping, getting up and down frequently, reaching and occasionally lifting and moving up to 50 lbs.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of _____ is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____